

APPENDIX P

MILITARY TRADITIONS & PROTOCOL

The Salute: The origin of the salute is somewhat the object of speculation. Some students of the subject suggest that today's salute is a gesture that is derived from ancient knights, whose practice was to raise the visor of their helmet in recognition of a fellow knight. The salute somehow emulated the movement of the hand in this writing.

The salute is widely misunderstood outside the military. Many consider it to be a gesture of servility, since the junior extends a salute to the senior. Actually, it symbolizes the opposite of servility, it is an expression that recognizes each other as a member of the profession of arms; that they have made a personal commitment of self-sacrifice to preserve their way of life. The fact that the junior extends the greeting first is merely a point of etiquette; a salute extended or returned makes the same statement.

Colors: The morning and evening colors (U.S. Flag) ceremony on a military installation is a serious daily event. It is a few moments pause in our activities to remember why we are doing this service for our country. When the gun or bugle sounds, military people stop and salute the flag that has meant freedom for the world and that same flag has covered the caskets of many of their fellow soldiers and airmen. All traffic also stops.

To attempt to avoid the rendering of these honors to the flag by suddenly ducking into a doorway, or worse, by ignoring the ceremony entirely, is very offensive to all military members.

Civilians on a military installation should render the same honors at this occasion as they would during the playing of the National Anthem. Headgear should be removed and placed over the heart, if none is worn, simply place the hand over the heart.

Military Law: Many in the civilian world seem to perceive military justice as being unfair to the accused. But, F. Lee Bailey, a famous defense attorney, said in an article that he prefers to defend a client at a court martial because the military is fairer to the accused than comparable civilian systems. The laws called the Uniform Code of Military Justice, abbreviated UCMJ govern military justice, which are federal laws passed by Congress. The Constitution recognized the need for a separate legal system for the military.

Various alternatives are available to the soldier or airman's chain of command in order to resolve alleged violations of the UCMJ.

The commander may elect to offer non-judicial punishment, or "Article 15", after the section of the UCMJ that creates this form of hearing.

If the soldier or airman consents to this process, the commander decides the accused's guilt or innocence and appropriate punishment. Article 15s is utilized for minor offenses and the punishment, which can be imposed, is limited.

Summary Courts-Martial, or a General Courts-Martial, are called military tribunals, in which the accused faces extended confinement in prison, possible fines, and involuntary separation from the military.

Attorneys are assigned to prosecute on behalf of the government and to defend the accused. A conviction in this court results in a federal felony conviction.

At the stages in each of the above levels of hearing the accused has the right to consult with any attorney of his or her own choosing. Additionally, since 1914, there has always been the requirement that an apprehending officer must read their right to the accused. This has only been required for civilians arrested by local officers since 1966.

Military Time: The 24-hour clock the military used to tell time is confusing to both civilians and the military newcomer. To make it very simple, a day begins at midnight, which is 2400.

One minute later is 0001, and fifteen minutes later is 0015. One o'clock a.m. is 0100, and ten fifteen a.m. is 1015.

Twelve o'clock is 1200, but because there is still 12 more hours in the day military time continues to count forward.

One o'clock p.m. is 1300, and six o'clock p.m. is 1800. To show nine twenty five p.m., it would be written as 2125.

The time continues to count forward until 11:59 p.m., or 2359. At 2400, it starts all over again with 0001.

Military Dates: A military date is generally expressed by first noting the day, then the month (abbreviated by the first three letters,) followed by the year (last two digits only).

An example such as December 7, 1990 is expressed as 7 Dec 90 in military style. If the month is written out in full, then the year is also written out in full; 7 December 1990.

ARMY RANK

If you think of any large multinational corporation, and consider how its employees are classified, you would probably find that there are four principal classes: (1) Managers, (2) skilled workers, (3) supervisors, and (4) general workforce. In the Army we also have those categories, but there are simply different names for identification.

As the Army's managers, commissioned officers are given extensive management training before being granted their commission, and also participate in a management development program that

includes both planned assignments for experience and formal advanced schooling. Commissioned officers are so named because the President on a "commission" appoints them.

Warrant officers are initially appointed on a "warrant" from the Secretary of the Army, and can then be commissioned at the grade of Chief Warrant Officer (CW2). Warrant Officers are appointed based on their superior technical skill. Examples of these skill fields are helicopter pilots, physician's assistants, office management, maintenance management, and criminal investigators.

The Army also develops leadership skills among the enlisted ranks, for that is where the first line supervisors are found. Opportunities exist for advancement from the general workforce level (basic soldiers) to a higher supervisory position as their skills and experience increase.

AIR FORCE RANK

The Air Force rank structure consists of commissioned officers and the enlisted force. Commissioned officers are managers. The enlisted force is broken out into 3 separate and distinct tiers: the senior noncommissioned officer tier (SNCO), the noncommissioned officer tier (NCO), and the airman tier.

The Air Force uses the generic term "airman" to mean "Air Force Member," much in the same way the Army uses the term "soldier". However, airman is also a specific rank. The airman tier consists of Airman Basic, Airman, Airman First Class, and Senior Airman. While in these ranks, members acquire and demonstrate knowledge of both general military and technical skills. They also begin learning about and developing supervisory and leadership skills that will allow for a smooth transition from the "journeyman-worker" level to the NCO level.

The NCO tier consists of Staff Sergeant and Technical Sergeant. NCOs supervise airmen and perform the more complex technical duties. They are highly encouraged to participate in formal civilian education to ensure they are well-rounded individuals and their leadership skills are continuously improving.

The SNCO tier consists of Master Sergeant, Senior Master Sergeant, and Chief Master Sergeant. SNCO duties are primarily that of supervisor and lower-level management. They provide technical supervision and leadership, and develop cohesive teams of airmen and NCOs. SNCOs, like NCOs are encouraged to continue in formal civilian education.

RANK, TITLE AND PAY GRADE OF U.S. ARMY PERSONNEL

<u>RANK</u> <u>ABBREVIATION</u>	<u>TITLE</u>	<u>PAY</u> <u>GRADE</u>	<u>ADDRESSED</u> <u>AS</u>
<u>COMMISSIONED OFFICERS</u>			
GA	General of the Army	O11	General (Applicable Only in War)
GEN	General	O10	General
LTG	Lieutenant General	O9	General
MG	Major General	O8	General
BG	Brigadier General	O7	General
COL	Colonel	O6	Colonel
LTC	Lieutenant Colonel	O5	Colonel
MAJ	Major	O4	Major
CPT	Captain	O3	Captain
1LT	1 st Lieutenant	O2	Lieutenant
2LT	2 nd Lieutenant	O1	Lieutenant

WARRANT OFFICERS

CW5	Master Warrant Officer	W5	Mr./Mrs./Miss
CW4	Chief Warrant Officer	W4	Mr./Mrs./Miss
CW3	Chief Warrant Officer	W3	Mr./Mrs./Miss
CW2	Chief Warrant Officer	W2	Mr./Mrs./Miss
W01	Warrant Officer	W1	Mr./Mrs./Miss

ENLISTED

SMA	Sergeant Major of the Army	E9	Sergeant Major Army
CSM	Command Sergeant Major	E9	Sergeant Major
SGM	Sergeant Major	E9	Sergeant Major
1SG	First Sergeant	E8	First Sergeant
MSG	Master Sergeant	E-8	Sergeant
SFC	Sergeant First Class	E7	Sergeant
SSG	Staff Sergeant	E6	Sergeant
SGT	Sergeant	E5	Sergeant
CPL	Corporal	E4	Corporal
SPC	Specialist	E4	Specialist
PFC	Private First Class	E3	Private
PV2	Private	E2	Private
PV1	Private	E1	Private

NOTE: Chaplains are always addressed as “Chaplain” regardless of their rank. Cadets are addressed as Mister or Miss.

RANK, TITLE AND PAY GRADE OF U.S. AIR FORCE PERSONNEL

RANK ABBREVIATION	TITLE	PAY GRADE	ADDRESSED AS
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COMMISSIONED OFFICERS

Gen	General	10	General
Lt Gen	Lieutenant General	09	General
Maj Gen	Major General	08	General
Brig Gen	Brigadier General	07	General
Col	Colonel	06	Colonel
Lt Col	Lieutenant Colonel	05	Colonel
Maj	Major	04	Major
Capt	Captain	03	Captain
1 st Lt	1 st Lieutenant	02	Lieutenant
2 ^d Lt	2 ^d Lieutenant	01	Lieutenant

NOTE: Chaplains are always addressed as “Chaplain” regardless of their rank. Officer Candidates is addressed as "Candidate" or "OC".

ENLISTED

SNCO TIER

CMSAF	Chief Master Sergeant of the Air Force	(Special Rate)	Chief
CMSgt	Chief Master Sergeant	E9	Chief
SMSgtSenior	Master Sergeant	E8	Sergeant
MSgt	Master Sergeant	E7	Sergeant

NCO TIER

TSgt	Technical Sergeant	E6	Sergeant
SSgt	Staff Sergeant	E5	Sergeant

AIRMAN TIER

SrA	Senior Airman	E4	Airman
A1C	Airman First Class	E3	Airman
Amn	Airman	E2	Airman
AB	Airman Basic	E1	Airman

NOTE: Command Chief Master Sergeants (CCM) are advisors to commanders at the wing and state level. They are addressed as "Chief".